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ARIZONA DEPARTMENT OF ADMINISTRATION

FINANCIAL SERVICES DIVISION • GENERAL ACCOUNTING OFFICE

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M E M O R A N D U M

TO: All Agencies
Attn: Accounting Managers

FROM: D. Clark Partridge, State Comptroller

DATE: December 1, 2004

SUBJECT: RELIEF BILL – UNPAID CLAIMS

During the next session of the legislature, any unpaid claims for goods or services received from July 1, 2000 to June 30, 2003 (FY01 through FY03) will be considered for inclusion on the Relief Bill. A.R.S. 35-191.C provides the statutory authority for submission to the legislature unpaid claims that are more than one fiscal year old, but less than four fiscal years old.

The appropriation line item from which the claim is to be paid must have a balance of reverted appropriation sufficient to pay the claim. Claims will not be included on the Relief Bill by the General Accounting Office unless there is sufficient reversion for payment. If the reverted balance is insufficient or if there was no reversion in the appropriate line item, the agency must present the claim to the legislature as a supplemental appropriation request.

Claims which meet Relief Bill criteria should be clearly identified as Relief Bill items and submitted with supporting documentation to the General Accounting Office, 100 North 15th Avenue, Suite 302, no later than December 31, 2004. Please include the name and phone number of an agency contact in case additional information is needed. Supporting documentation should be sufficient to verify the order date and receipt date of merchandise or services. There should also be appropriate authorizing signatures on the claim form. The General Relief Bill may not include multiple payee claims. Claims that are applicable to more than one fiscal year or more than one fund should be submitted on separate claim forms. Each claim form should be specifically identifiable by separate fund and/or separate fiscal year. Please submit your claims as soon as possible, but **not later than December 31, 2004.** If you have any questions or require additional information, please contact Barbara Clay at 542-6248 or Marianne DeMoss at 542-5403.

dcp/bc